

Ship Structure Committee Organizational Manual

- I. Introduction.** The Organization Manual is designed to support the implementation of the Ship Structure Committee's Vision, Mission, and Strategic Goals as detailed in the Committee's Strategic Plan. The Principal, Executive Group, Subcommittee, and Liaison members shall be guided by the information contained in this document.

A. The vision of the Ship Structure Committee is:

TO ELIMINATE MARINE STRUCTURAL FAILURES

B. Mission. The mission of the Ship Structure Committee is:

To enhance the safety of life at sea, promote technology and education advancements in marine transportation, and to protect the marine environment. This will be done through advocating, participating in, and supporting cooperative research and development in Structural Design, Life Cycle Risk Management of Marine Structures, and Production Technologies.

C. Strategic Goals. The strategic goals are listed below.

1. **To identify gaps in structural knowledge, and to develop a plan to bridge those gaps,** the Committee shall:
 - a. Identify gaps in structural R&D – specifically structural performance related to design, construction, crashworthiness, maintenance, inspection, and operation.
 - b. Develop a plan to bridge the gaps identified. Some of the potential areas for investigation are listed below.
 - (1) Reduction of design safety factors.
 - (2) Enhancement of computer aided design techniques.
 - (3) Producibility.
 - (4) Reduction of life cycle costs.
 - (5) Improvement of vessel inspectability.
 - (6) Improvement of vessel repairability.
2. **To address today's ship structural performance and safety assessment issues,** the Committee shall:
 - a. Be responsive to immediate structural performance and safety assessment issues.
 - b. Identify causes of failures.
 - c. Propose solutions.
 - d. Test solutions.
 - e. Collect and address feedback.
 - f. Verify implementation of recommended solutions.
 - g. Make solutions affordable.
 - h. Make solutions practical.

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- i. Investigate influence of human factors on structural performance.
 - 3. **To be recognized as a credible resource for ship safety experts**, the Committee shall:
 - a. Develop and put in place a marketing strategy for the Committee.
 - b. Be responsive to addressing today's issues and providing viable solutions.
 - c. Collect and address feedback on product use.
 - 4. **To advocate and search out cost share opportunities and partnerships, where possible and practicable, to complete the projects recommended by the Committee**, the Committee shall:
 - a. Solicit industry for project proposals and cost sharing.
 - b. Fund projects of interest to industry.
 - c. Maximize use of available funding mechanisms in place to sponsor research.
 - d. Propose projects to organizations willing to fund projects.
- II. Committee Organization.** The Committee shall be organized in accordance with the organization chart attached as Annex 1.
- A. The SSC Membership currently consists of the following agencies.
 - 1. American Bureau of Shipping (ABS)
 - 2. Canadian Navy, Defence Research Establishment Atlantic (DREA)
 - 3. Maritime Administration (MARAD)
 - 4. Military Sealift Command (MSC)
 - 5. Naval Sea Systems Command Structures (NAVSEA)
 - 6. Transport Canada (TC)
 - 7. United States Coast Guard (USCG)
 - B. The United States Coast Guard has maintained the Chairmanship of the SSC since the Committee's inception in 1946.
 - C. Membership on the Committee, and subsequent voting rights detailed in Section X, will require an annual contribution of at least \$25,000 or the equivalent dollar amount through work-in-kind contributions.

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III. Strategic Goals and Measures of Effectiveness. The SSC shall continuously evaluate its effectiveness in meeting its strategic goals. The strategic goals and measures of effectiveness are listed below.

Strategic Goal	Measures of Effectiveness
1. To identify gaps in structural knowledge, and to develop a plan to bridge the gaps.	1. Development of a Research and Development Plan. 2. Number of projects funded in support of the R&D Plan. 3. Increasing / decreasing industry participation.
2. To address today's ship structural performance and safety assessment issues.	1. Ask the question of our customers, "Are we addressing today's issues?" 2. Time interval between issue identification and producing recommended solution. 3. Response time to proposals.
3. To be recognized as a credible resource for ship safety experts.	1. Level of industry participation. 2. Number of queries for information. 3. Level of use of SSC products. 4. Level of report dissemination.
4. To advocate and search out cost share opportunities and partnerships, where possible and practicable, to complete the projects recommended by the Committee.	1. Actual achieved cost share. 2. Increasing / decreasing industry participation.

IV. Committee Member Duties and Responsibilities.

A. Committee Principals. The Committee Principals consist of the senior agency representatives on the Committee, and they shall:

1. Provide an annual contribution of resources to include the following:
 - a. Money.
 - b. Personnel.
 - c. Contracting Mechanisms.
 - d. Facilities to conduct Committee business.
2. Oversee the performance of the Subcommittee in accomplishing its strategic goals.
3. Ensure voting representation at each SSC meeting listed in this organizational manual.
4. Market the Committee to their respective and partnering agencies.

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5. Liaison with the appropriate industry research groups.
 6. Provide annual visions for development of focus areas.
 7. Pursue expansion of the of the Committee membership through group consensus.
- B. Executive Group / Subcommittee Chairperson. The Chairperson of the Executive Group and Subcommittee is rotated among the member agencies, with the exception of the USCG, on a three year term basis.

1. The current rotation is:

TC - DREA - NAVSEA - MARAD ABS - MSC

2. The Chairperson of the Executive Group and Subcommittee shall work to guide the Subcommittee towards the completion of its strategic goals.
- C. Executive Group. The Executive Group consists of the senior Subcommittee members of each agency, and they shall:
1. Serve as each agency's spokesperson for their respective Subcommittee members.
 2. Ensure the Subcommittee project development, selection and execution is in direct support of the Strategic Plan.
 3. Liaison with the appropriate industry research groups.
 4. Liaison closely with the SSC Executive Director in the administration of the Committee.
 5. Propose projects to other organizations with the capabilities to potentially provide project funding.
- D. Subcommittee. The Subcommittee consists of 4 representatives from each member agency, and they shall:
1. Be appointed by each respective agency.
 2. Coordinate the following:
 - a. Identify the gaps in structural knowledge.
 - b. Plan projects to bridge the gaps identified above.
 - 1) Provide project input and ideas from within their agency for consideration by the Committee.
 - 2) Liaison with the following agencies to solicit project ideas and input:

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- (a) Society of Naval Architects and Marine Engineers (SNAME)
 - (b) American Society of Naval Engineers (ASNE)
 - (c) American Petroleum Institute (API)
 - (d) Gulf Coast Region Maritime Technology Center (GCRMTC)
 - (e) MARITECH / ASE
 - c. Select appropriate mechanisms to accomplish the projects.
 - d. Contract, oversee, and manage assigned resources.
 - e. Ensure projects are high quality, useable, and work towards accomplishing the strategic goals.
 - f. Disseminate projects.
 - g. Evaluate and verify the success of the Ship Structure Committee Projects.
3. Conduct project selection as outlined below in the Organization Manual.
 4. Provide Project Technical Committee (PTC) Chairpersons and members as detailed in the project voting procedures.
- E. Executive Director. The Executive Director is a staff position filled by the United States Coast Guard, and shall:
1. Ensure full implementation of the Strategic Plan.
 2. Have the authority to allocate Committee funding of up to 10% of the total of a project to cover project overrun (i.e. up to \$7500 for a project funded at \$75,000).
 3. Manage the funding allotted for SSC administration, travel, marketing, and advertisement without prior approval from the Executive Group.
 4. Direct the marketing/advertisement/assessment of the Ship Structure Committee activities and projects.
 5. Liaison with related maritime organizations to expand outreach of the Committee into the maritime community.
 6. Provide the informational link between the Principal Members and the Subcommittee.
 7. Participate on as many PTCs per year as schedule allows.
 8. Supervise administrative support staff to conduct the following tasks:
 - a. Compile project ideas.
 - b. Complete project write ups.
 - c. Generate and forward letter report of project recommendations.
 - d. Contract, award, and oversight SSC projects.

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- e. Complete all SSC related mailings.
- f. Complete all SSC related printings.
- g. Meeting logistics and coordination.
- h. Committee Advertisement.
 - 1) Web Page maintenance.
 - 2) Newsletters.
- i. Track PTC meetings and progress.
- j. Prepare all meeting minutes, Quarterly Progress Reports, and correspondence.

F. United States Coast Guard Research and Development Center (USCG R&DC).

- 1. The USCG R&DC shall be a primary mechanism used by the Committee for project contract processing and award. The anticipated number of contracts will vary depending on the total funding level and contract scopes of work, but will on average be about 4-6 per year.
- 2. The USCG R&DC shall assist the Committee in developing the Structural Research and Development Plan as identified in the Strategic Goals.
- 3. The USCG R&DC shall oversee management of the SSC funds (USCG and agency reimbursable accounts).
- 4. The USCG R&DC shall be represented at the meetings of the Committee Principals as a non-voting member.

G. Contracting Officer's Technical Representative (COTR).

- 1. The COTR shall oversee the technical performance of the research project contracts to which assigned.
- 2. Each member agency that issues a contract shall assign a COTR from within their agency to perform this function.

H. Project Technical Committee (PTC) Chairperson. The PTC Chairperson is appointed by the Executive Group of the Subcommittee and is normally a leading advocate of the project and/or a subject matter expert. The PTC Chairperson shall:

- 1. With the assistance of the Project Technical Committee, evaluate all proposals for selection and contract award based on the evaluation criteria attached in Annex 2.
- 2. Serve until the project is completed or replacement is requested by either himself or the Executive Group.
- 3. Serve as the chief technical advisor to the project.

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4. Ensure, in conjunction with the COTR, the performance of the contractor is in compliance with the requirements of the contract.
5. Provide quarterly updates to the Executive Director on the status of their project by the following dates throughout the duration of their project:
 - a. September 15TH
 - b. December 15TH
 - c. March 15TH
 - d. June 15TH
6. Accomplish the project in accordance with the approved Statement of Work.
 - a. Read and evaluate all proposals. The Chairperson must be familiar with the scope and details of all the proposals.
 - b. Schedule a PTC evaluation meeting. Prepare an agenda and chair the meeting. The evaluation must be completed within 30 days of proposal submittal date.
 - c. Review in conjunction with the COTR, any cost proposals from acceptable offers if requested.
 - d. Formulate award recommendations with the COTR.
 - e. Ensure the stated, approved technical objective is maintained.
 - f. Foster involvement, collaboration, and interest in the project by the PTC members who represent the SSC, and the Technical Advisors (TA).
 - g. Maintain close liaison with the COTR, and the Executive Director.
 - h. Schedule and Chair all review meetings. There will be a minimum of 3 progress meetings per project:
 - 1) a kickoff meeting,
 - 2) a mid-term meeting, and
 - 3) a wrap-up meeting.Additional meetings, especially for multiyear projects, should be scheduled as warranted to maintain technical and contractual control of the project.
 - i. Identify and recommend changes in the scope or objective of the project to the COTR if they become necessary and cannot be avoided. Provide technical support to the COTR in obtaining authorization for the change from the SSSC and in accomplishing the necessary contract changes.
 - j. Follow up on all action items as necessary.
 - k. Review the investigator's Quarterly Progress Reports for technical progress and compliance with prior direction. Pass approval to Executive Director and the COTR.
 - l. Ensure detailed review of the Draft Final Report by the PTC.
 - m. Ensure Final Report is formatted in accordance with the SSC Style Manual.
 - n. Advise the COTR and the Executive Director, of the satisfactory completion of the project. Advise close out of the contract.

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- I. Project Technical Committee Members. PTC Members shall assist the PTC Chairperson in carrying out the above responsibilities.

V. Ship Structure Committee Partners.

A. Society of Naval Architects and Marine Engineers (SNAME).

1. SNAME's Technical & Research (T & R) Steering Committee shall be invited to provide the following to the SSC as per the Memorandum of Understanding attached as Annex 3:
 - a. Project ideas, project write-ups, and specific project deliverables in support of the Strategic Plan in accordance with the timeline in Section X of this manual.
 - b. Co-sponsorship of research project as appropriate.
 - c. Industry participation on PTCs.
2. SNAME senior management shall be invited to be represented at the meetings of the Committee Principals as a non-voting member (Liaison Member).
3. SNAME shall be invited to advise the Committee on industry R&D needs related to structural design, life cycle risk management of ship structures, and production technologies.
4. SNAME shall be invited to co-sponsor and co-coordinate the triennial SSC Symposium.

B. Gulf Coast Region Technology Maritime Center (GCRTMC).

1. GCRTMC agrees to accept SSC project proposals for consideration each year as per the Memorandum of Understanding attached as Annex 4.
2. GCRTMC senior management shall be invited to be represented at the meetings of the Committee Principals as a non-voting member (Liaison Member).
3. GCRTMC may provide a position on the GCRTMC Board of Directors for SSC.
4. GCRTMC shall be invited to advise the Committee on industry R&D needs related to structural design, life cycle risk management of ship structures, and production technologies.

Ship Structure Committee Organizational Manual**C. MARITECH / ASE.**

1. MARITECH/ASE shall be invited to consider co-sponsorship of SSC projects as per the Memorandum of Understanding attached as Annex 5.
2. MARITECH/ASE senior management shall be invited to be represented at the meetings of the Committee Principals as a non-voting member (Liaison Member).
3. MARITECH/ASE shall be invited to advise the Committee on industry R&D needs related to structural design, life cycle risk management of ship structures, and production technologies.

VI. Liaison Members. The following academic institutions and industry organizations shall be invited to provide project ideas; research advice; co-sponsorship of research projects as appropriate; and participation on PTCs in support of the Strategic Plan. The submission of these items shall be in accordance with the project timeline in Section XI.

<u>Academic Institutions / Industry Organizations</u>	<u>Point(s) of Contact</u>
American Iron and Steel Institute	Mr. Alexander Wilson
American Petroleum Institute (API)	
American Society for Testing & Materials	Captain Charles Piersall (Ret.)
American Society of Naval Engineers	Captain Dennis K. Kruse (USN Ret.)
American Welding Society	Mr. Richard Frank
Bethlehem Steel Corporation	Dr. Harold Reemsnyder
Canada Center for Minerals & Energy Technology	Dr. William R. Tyson
Colorado School of Mines	Dr. Stephen Liu
Edison Welding Institute	Mr. Dave Edmonds
INTERCARGO	
International Maritime Organization	
International Ship and Offshore Structure Congress	Dr. Alaa Mansour
INTERTANKO	Mr. Dragos Rauta
Massachusetts Institute of Technology	Captain Dennis Mahoney
Memorial University of Newfoundland	Dr. M. R. Haddara
National Cargo Bureau	Captain Jim McNamara
Office of Naval Research	Dr. Yapa Rajapaksie
Oil Companies International Maritime Forum	Mr. Phillip Murphy
Tanker Structure Cooperative Forum	Mr. Rong Huang
Technical University of Nova Scotia	Dr. C. Hsiung
United States Coast Guard Academy	Commander Kurt Colella
United States Merchant Marine Academy	Dr. C. B. Kim
United States Naval Academy	Dr. Ramswar Bhattacharyya
University of British Columbia	Dr. S. Calisal
University of California Berkeley	Dr. Robert Bea
University of Houston - Composites Engineering & Applications	Dr. Jerry Williams
University of Maryland	Dr. Bilal Ayyub
University of Michigan	Dr. Michael Bernitsas
University of Waterloo	Dr. J. Roorda
Virginia Polytechnic and State Institute	Dr. Alan Brown
Webb Institute	Dr. Kirsi Tikka
Welding Research Council	Dr. Martin Prager
Worcester Polytechnic Institute	Dr. Nick Dembsey
World Maritime Consulting, INC	VADM Gene Henn, USCG Ret.

Ship Structure Committee Organizational Manual**VII. Committee Budget Requirements.**

- A. Committee Overhead. Overhead items shall be funded each year in order to ensure effective and efficient management of the Committee. The Committee Overhead items include the following:

<u>Item</u>	<u>Description</u>	<u>Amount</u>
1.	Administrative Assistant	\$50,000
2.	Travel and Printing	\$30,000
3.	Internet Site Maintenance	<u>\$10,000</u>
Approximate Total		\$90,000

- B. Recurring Budget Items. Recurring items may be funded each year dependent on the availability of agency funding. The recurring budget items include support of the following:

<u>Item</u>	<u>Description</u>	<u>Amount</u>
1.	MACM Symposium Support	\$5,000
2.	University Grant Program	\$20,000
3.	Student Member Support	\$5,000
4.	ISSC Support (\$60K over next 5 years)	<u>\$12,000</u>
Approximate Total		\$42,000

- VIII. Committee Contracting Mechanisms.** Various contracting mechanisms are available through each agency of the Committee. Each of these mechanisms shall be utilized whenever possible to help share the load of project contracting. Unless otherwise agreed to by ALL the member agencies, full and open competition (regardless of dollar value) is the preferred method of contracting.

- A. Full and Open Competition (Contracts over \$100,000).

1. United States Coast Guard.
 - a. USCG has access to all Committee funding.
 - b. Estimated time for contract award is approximately 6-12 months.
2. Defence Research Establishment Atlantic.

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- a. DREA only has easy access to between \$50,000 and \$80,000 of Committee funds.
 - b. Estimated time for contract award is approximately 2 months.
 - 3. Transport Canada.
 - a. TC only has easy access to approximately \$50,000 of Committee funds.
 - b. Estimated time for contract award is approximately 2 months.
 - 4. Naval Sea Systems Command.
 - a. NAVSEA has access to all Committee funding through the MIPR mechanism.
 - b. Estimated time for contract award is approximately 1 to 2 years.
- B. Simplified Acquisition Process (Contracts under \$100,000).
- 1. These contracts are small business set asides.
 - 2. United States Coast Guard.
 - a. USCG has access to all Committee funding.
 - b. Estimated time for contract award is approximately 2 months.
- C. Direct Award.
- 1. American Bureau of Shipping.
 - a. ABS only has access to approximately \$75,000 of Committee funds.
 - b. Estimated time for contract award is approximately 1 month.
 - 2. United States Coast Guard.
 - a. USCG can make sole source award to a select contractor if justified.
 - b. Estimated time for contract award is approximately 2 months.
 - 3. Naval Sea Systems Command.
 - a. NAVSEA can make sole source award to a select contractor if justified.
 - b. Estimated time for contract award is approximately 2 months if an existing Level of Effort contract is used. 1 to 2 years if a new procurement.
- D. Indefinite Delivery, Indefinite Quantity (IDIQ). Information regarding these specific IDIQ contracts may be obtained from the respective agency representatives.

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1. Maritime Administration
 - a. MARAD maintains an IDIQ contract.
 - b. MARAD has access to all Committee funds through the MIPR process.
 - c. Capable of making direct award or competing contracts through this IDIQ agreement in approximately 2 months.
2. United States Coast Guard.
 - a. USCG has access to all Committee funds
 - b. USCG maintains IDIQ contracts.
 - c. USCG is limited to making award to those primary contractors, or subcontractors identified under the IDIQ agreement.
3. Naval Sea Systems Command.
 - a. NAVSEA has access to all Committee funds via the MIPR process.
 - b. NAVSEA maintains IDIQ contracts.
 - c. NAVSEA is not limited to only those subcontractors listed in the IDIQ agreement.
4. Military Sealift Command.
 - a. MSC has access to all Committee funds via the MIPR process.
 - b. MSC maintains IDIQ contracts.
 - c. MSC is limited to only those primary contractors and subcontractors listed in the IDIQ agreement.
- E. Small Business Innovative Research (SBIR). NAVSEA has access to SBIR contract mechanism that offers significant funding options (~ \$750,000 per project).

Ship Structure Committee Organizational Manual**IX. Project Write-up, Matrix, Funding Options, and Project Selection.**

- A. Project Write-ups. All projects shall be submitted in the format outlined in Annex 6.
- B. Project Matrix. Each project shall write up shall include the following matrix to facilitate project evaluation and selection. For example:

Project Title and Description	Submitting Organization	Required SSC Funding Level	Project Leveraging (point / leverage point)	Project Seed Money (point/50K)	Industry Participation	Project Score	Funding Mechanism / SSC Action
Modeling of Collision Damage	SNAME	\$50K	3:1 (3 points)	50K by SNAME (1 points)	Yes	4	Request SSC Adoption / partial fund at \$50K
Rapid Assessment Software	CMS	\$250K	1:1 (0 points)	None	Yes	1	Request GCRTMC fund
Fatigue of Aluminum Weldments	CMS	\$50K	1:1 (0 points)	None	Yes	1	Request SSC Funding at \$50K
Reliability of Watertight Boundaries	NAVSEA	\$500K	1:1 (0 points)	None	Yes	1	Submit as an SBIR

- C. Project Funding Options. The funding options for SSC projects are listed below:
1. Ship Structure Committee complete or partial funding (SSC). The Subcommittee shall prioritize and select projects in accordance with the voting procedures listed below.
 2. Gulf Coast Region Maritime Technology Center complete funding (GCRTMC). The Subcommittee shall prioritize and select potential projects each year to be submitted to the GCRMTC for consideration of funding. These projects should be of high interest to the SSC.
 3. Strategic Reserve Project Funding (SRPs). Developed to allow rapid SSC funding of structural performance projects identified throughout the year as problems (i.e. "Today's Issues").
 - a. Short fused projects may be funded from the SSC Strategic Reserve.
 - b. The Strategic Reserve will be equal to the level of funding required for the last SSC project selected to be funded.
 - c. The level of funding within the strategic reserve shall not be less than \$75,000.

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4. Joint Industry Projects (JIPs). The SSC should strongly consider selection of proposed projects that offer leveraging of SSC funds with funds / support available from industry (i.e. SNAME, ASNE, API, MARITECH / ASE, etc). The following shall guide the Subcommittee for review of JIPs:
 - a. The item should be consistent with the Committee's Strategic Plan.
 - b. There should be an urgency that would preclude the item from going through the usual cycle of development and review.
 - c. For JIPs, the project should be likely to be taken on even if the SSC does not join as a sponsor.
 - d. The project should be considered to have strong industry support.
 - e. The project must be able to be completed under the limitations of available contracting options.
 - f. The deliverables should not be proprietary.
 - g. Exceptional projects may receive special consideration even if they do not meet all of the above criteria.
 5. Small Business Innovative Research (SBIR). Available through NAVSEA for project funding up to ~ \$750,000.
 6. Un-sponsored Reports (USPs). Review and dissemination of work already completed (Un-sponsored reports) offers the SSC another means of leveraging funding. The criteria for the SSC to publish reports that were not sponsored by the Committee are the following.
 - a. Timely and of extraordinary technical value to the marine industry.
 - b. Presented at an SSC or SSSC meeting; and
 - c. Accepted by an ad hoc PTC formed for the specific purpose of reviewing the report.
- D. Project Selection.
1. Projects are selected annually for funding from the combined contributions of the member agencies and the available funding mechanisms through SNAME, ASNE, GCRTMC, API, and MARITECH/ASE. Liaison members do not have voting privileges.
 2. An **Agency Project Rating Sheet** is attached as Annex 7, and may be used by each agency in preparing for the annual spring business meeting project prioritization process.
 3. Project prioritization is completed during the Spring Field Trip Meeting of the SSSC. These results are then forwarded to the Committee via the Annual SSC Status Report for concurrence.

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4. The priority meeting is conducted by multi-voting. Each agency will have an appropriate number of votes determined by the Executive Group prior to the meeting that they can assign to the projects. They may not award more than 5 points to any given project. Each agency also has a negative vote that can be used for a project which the agency deems unacceptable. When a project is given a negative vote, the agency will have the opportunity to explain why they feel it should not be selected (i.e. work has already been completed, write up is wrong, etc.).
5. PTCs are open to everyone. It is always preferable to get volunteers that are interested and knowledgeable on the topic. Agency participation on PTCs is voluntary, but it is an obligation based on voting priority. In order to ensure an adequate PTC membership to conduct the contract oversight:
 - a. Highest voting agency shall provide the PTC Chairperson.
 - b. The next 3 highest voting agencies shall provide PTC members in order until there are at least 4 members (excluding the industry representative and technical advisor).
 - c. Should some of the lower ranked PTCs have inadequate representation, the agencies voting the project highest shall be requested to provide membership.
 - d. The Executive Group will determine which projects will need Technical Advisors. They shall take into account the nature of the project and the expertise in the PTC.
 - e. Additionally, it is required that each PTC have representation from the primary customer base.
 - f. If the Committee is unable to locate interested primary customer members for the PTC, funding of the project may be reconsidered.

Ship Structure Committee Organizational Manual**X. Timeline for Submission of Project Write-ups, Project Selection and Contracting.**
Starting with fiscal year 2000 projects will operate on the following schedule.

Project Task	SSC Due Date	GCRTMC Due Date	SRPs Due Date	JIPs Due Date	SBIR Due Date	USPs Due Date
Write-ups	To Exec. Director by January of year prior to funding year	To Exec. Director by January of year prior to funding year	To Exec. Director as they occur	To Exec. Director by January of year prior to funding year	To Exec. Director by January of year prior to funding year	To Exec. Director as they occur
Compile Project Ideas Letter Report for the SSC.	<i>To be completed by the Executive Director and Staff and submitted to the SSSC for consideration by March 1ST of each year</i>					
Selection by SSSC	May of FY prior to funding year	May of FY prior to funding year	As they occur	May of FY prior to funding year	May of FY prior to funding year	As they occur
Contract Initiation	October of funding year	GCRTMC schedule	May of fund year	October of funding year		As Needed
Funding request to appropriate group/agency		January of funding year	As Occur	July	January of funding year	As Needed

XI. Annual Meetings & Required Committee Reports of the SSC. The members of the Committee shall meet on the following annual occasions:

Time	Meeting	Description
Spring	SSSC Spring Business Meeting	Current ongoing R&D within each agency is reviewed, and research gaps are identified. Project recommendations for the upcoming fiscal year are made. A field trip to observe some timely aspect of marine structures is held. The responsibility of organizing this field trip shall be rotated between each agency.
Summer	SSC Status Report	A semiannual report will be provided to the Committee requesting approval of the SSSC project recommendations, the SSC Student Member recommendation, and the University Grant Winner for the upcoming fiscal year. Agreement with the SSSC recommendations will be conducted via proxy.

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Time	Meeting	Description
Fall	Annual Committee Mtg.	Progress of the committee projects are reviewed, a guest speaker on a subject of interest is invited. Meeting location should alternate between member agencies.

XII. Customer Identification, Alignment, and Gap Analysis.**A. Identification of Customer Bases.**

1. Primary Customer Base.
 - a. Designers.
 - b. Shipyards.
 - c. Ship Owners.
 - d. Marine Inspectors and Surveyors.
 - e. Classification Societies.
 - f. Industry Research and Development.
2. Secondary Customer Base.
 - a. United States Coast Guard.
 - b. Maritime Administration.
 - c. Military Sealift Command.
 - d. Naval Sea Systems Command.
 - e. American Bureau of Shipping.
 - f. Transport Canada.
 - g. Defence Research Establishment Atlantic.

B. Alignment with Customer Base. The SSC shall answer these questions each year. The results will be presented during the annual Committee meeting.

1. What have SSC customers requested from the Committee?
2. What has the SSC provided?
3. What are the gaps between what SSC has provided and what the customers have asked for?
4. What is the established means of communication with the customer base?

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C. Gap Analysis.

1. The SSC shall evaluate the gaps between customer needs and services / products provided by the Committee.
2. Alterations in the Committee direction / changes to the Strategic Plan should be considered in an effort to fill the identified gaps.

XIII. Technology Transfer.

- A. The ship design, construction, and maintenance sector of this industry is the primary vehicle for implementing new and advanced structures technologies.
- B. In order to obtain full benefit from the research efforts of the SSC , the SSC must provide guidance for the application of any new technologies developed or recommended by SSC projects.
- C. Project contractors shall be required as a part of the final report to provide a section on technology transfer.

XIV. Marketing of the SSC. Effective marketing of the SSC is essential to its future survival and growth. Marketing strategies that shall be aggressively pursued to target the marine industry are listed below.

- A. Web Site.
- B. CD-ROM distribution.
- C. Active participation in Professional Society meetings, and advertisement in professional maritime journals.
- D. Active participation in agency briefings.
- E. Active participation in industry trade shows.

XV. Expansion of the Ship Structure Committee.

- A. Agencies are invited to join the Committee by the standing Committee. If an invitation is accepted, the joining agency is required to make a substantial contribution annually, \$25,000, towards the completion of the SSC research program. An agency contribution of work in kind may be accepted at the discretion of the SSC.
- B. Each agency shall elect one member to be on the Principal Committee and four members to be on the Subcommittee (SSSC). Other organizations shall be nominated by the SSC and Subcommittee members to provide a liaison member.

Ship Structure Committee Organizational Manual**XVI. SSC / SNAME Symposium Guidelines.**

- A. Symposiums shall be held every three years. Every third one shall be general in nature. The Executive Director is in charge of advertising the Symposium. The use of publications, list of addresses, and symposium mailing lists shall be used. Previous triennial Symposiums are listed below.

<u>Topic</u>	<u>Year</u>
Ship Structures	1975
Ship Vibration	1978
Extreme Loads	1981
Ship Structures	1984
Marine Structural Reliability	1987
Marine Structural Inspection, Maintenance, and Monitoring	1991
Ship Structures	1993
Human & Organizational Error in Marine Structures Design, Construction and Maintenance	1996
General Symposium	2000

- B. Other symposia have been held for special interest topics. In 1983, the SSC sponsored the Design, Inspection Redundancy Symposium, in 1990 the Use of Composite Material n Load-Bearing Marine Structures Symposium, and in 1995 the Fracture Prevention by Design Symposium.
- C. To align the triennial symposium with ISSC 2003, the next SSC Symposium will be held in the year 2000.

XVII. Student Member.

- A. Applications for the SSC Student members are solicited prior to the Spring Business Meeting of the Subcommittee each year
- B. Applications will be reviewed by the Executive Group at the Spring Business Meeting and a winner may be selected providing the following occurs:
1. The quality of applicants meets the requirements of the Committee.
 2. Funding is available.
- C. Student members shall serve a two year term and shall be selected by the Executive Group.
- D. Student members shall carry out the following:

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1. Participate on 1 PTC per year.
 2. Provide presentation summarizing yearly activities at the Fall Committee Meeting.
 3. Provide a oral and written report of experiences, findings, and recommendations for the program at the conclusion of their position.
- E. The Student Member application format is attached as Annex 8.

XVIII. University Grant Program.

- A. Applications for the University Grant Program are solicited prior to the Spring Business Meeting of the Subcommittee each year.
- B. Applications will be reviewed by the Executive Group at the Spring Business Meeting and a winner may be selected providing the following occurs:
 1. Funding is available.
 2. The project outlined in the University Grant application supports the strategic plan of the Committee.
- C. The winner of the University Grant will be required to present the results of their work at the Annual Meeting of the Committee.
- D. The University Grant Program application format is attached as Annex 9.

XIX. Procedures for Awarding the SSC Wave Plaque. These guidelines were proposed by the Executive Director and accepted by the Executive Group at the September, 1993 meeting.

- A. Departing SSC and SSSC members.
- B. Speakers at annual meetings.
- C. Others as individually determined by the Executive Group.

XX. Procedures for Awarding the SSC Lapel Pin. The Executive Director may award a lapel pin to any person that makes a significant contribution to the SSC. It is intended to be an “on-the-spot” thank you for services rendered. Possible reasons for awarding the lapel pin follow:

- A. Participation on many PTCs.

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- B. Chairing a PTC or Symposium.
- C. Long term membership.
- D. Generally given to members of the SSC agencies.

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